

THE HUNT MEMORIAL BUILDING



6 Main Street * Historical Downtown Nashua, New Hampshire * 03064 *603-594-3661

Private Function Rental Agreement

Organization/Function Name: _____

Contact Name: _____

Address: _____

Phone: _____ or _____

Email Address: _____

This contract will serve as a mutual agreement between the Hunt Memorial Building

and _____ (hereinafter referred to as “Renter”)
(Organization/Person Responsible)

for the use and rental of The Hunt Memorial Building (hereinafter referred to as “The Hunt”) at 6 Main Street, Nashua, NH. This agreement sets forth the terms and conditions of your use of the facility, reserved when deposit is received, for your use on:

Event Date: _____.

Private Rentals permitted between 8 AM and 11 PM only. Sub-leasing is prohibited.

The regular **Private Rental** fee is **\$350.00** per single calendar day from 8am and 11pm. Our **Bridal Package** fee is **\$500.00**; includes one half day rental plus a single calendar day rental. *Non-profits (501 (C) (3)) Rental Fee is \$200.00. A copy of the certificate is required.

The Renter will also provide a Damage Deposit of **\$500.00** (check made payable to the Hunt Memorial Building). The Damage Deposit will be used to defray costs to repair any damage caused during the above rental period to The Hunt. Should there be no damage to The Hunt; the Damage Deposit will be returned to the Renter upon a satisfactory inspection of the premises.

Renter will, prior to the execution of this agreement, file with The Hunt Memorial Building Administrator, a certificate of insurance evidencing general liability coverage in the amount of \$1,000,000 per occurrence, naming the City of Nashua as an additional insured. Insurance can be purchased through the City of Nashua’s TULIP Program if necessary and at the sole expense of the Renter. The City requires 30 days notice in cancellation or material change in coverage. Failure to set all insurance requirements shall constitute a default of this agreement and may result in the immediate termination of the contract as well as incurring the appropriate cancellation fee.

The Hunt Memorial Building ~ Function Rental Agreement Continued

Please review the conditions herein to ensure that it accurately reflects your requirements. The total charges set forth above will be due and payable to the Hunt Memorial Building 30 days prior to the scheduled event. Maximum capacity, divided among 3 areas on the main level, is 99 persons. *Your function remains “tentative” until the signed rental agreement and deposit are received. Damage Deposit and insurance certificate are due 30 days prior to your event.

NO SMOKING is permitted in the building.

The burning of candles or other open flame devices is an unacceptable risk to the safety of the property, patrons and employees, and is PROHIBITED.

All decorations must be removed without leaving any damage to the premises. **No nails, screws or tape** are to be used to adhere decorations on the walls, woodwork, shelving or doors.

The Renter shall not make any structural or exterior alterations to the premises.

The Renter is responsible for taking all leftover food and beverage items with them.

The Hunt Memorial Building does not provide parking.

The Renter is responsible for complying with all applicable Federal, State and local laws, regulations and ordinances and requirements of the Nashua Police and Fire Departments, as well as obtaining any required permits for your event.

To ensure a smoothly run event, we ask all renters to review and agree to the following guidelines regarding the serving of alcohol:

1. All alcohol to be served at the Hunt Memorial Building must be limited to beer, wine and/or champagne only.
2. All alcohol must be served free of charge. CASH BARS ARE NOT PERMITTED.
3. Liquor Liability Insurance is required by the Renter (available through the TULIP Program). If a third party is involved such as a caterer or bar service, proof of insurance is also required by this third party.
4. A maximum limit of four (4) hours is permitted for the service of alcohol, regardless of the length of the event.
5. No guests will be served alcohol who is under 21 years of age.
6. No alcohol will be permitted at events where a significant number of underage guests will be present, where, in our opinion, circumstances might encourage violation of the State alcohol regulations.

The Hunt Memorial Building ~ Function Rental Agreement Continued

The Hunt Memorial Building Board of Trustees reserve the right to refuse any private rental deemed in conflict of preserving the integrity and positive communal nature of the property.

Regardless of any coverage provided by any insurance, Renter agrees to indemnify and shall defend and hold harmless the Hunt Memorial Building, the City, its agents, officials, employees and authorized representatives and their employees from and against any and all suits, causes of action, legal or administrative proceedings, arbitrations, claims, demands, liabilities, interest, attorney's fees, costs and expenses of any kind or nature in any manner caused, occasioned, or contributed to in whole or in part by reason of any negligent act, omission, or fault or willful misconduct, whether active or passive, of Renter or of anyone acting under its direction or control or on its behalf in connection with or incidental to the performance of this rental agreement. Renter's indemnity, defense and hold harmless obligations, or portions thereof, shall not apply to liability caused by the sole negligence or willful misconduct of the party indemnified or held harmless.

If the function plan as set forth reflects your understanding, please sign in the space provided below and submit to the Building Administrator, along with a **non-refundable deposit check, in the amount of \$175** (\$100 non-profit rate).

The remaining balance, \$500 Damage Deposit and insurance certificate will be due 30 days prior to the event date on _____.

Checks may be made payable to: **Hunt Memorial Building.**

Accepted by (print name) _____

Signature _____ Date _____

For Office Use Only:

Date _____

Approved by (print name) _____

Signature _____ Title _____

Received:

Non-Refundable Deposit \$175 _____ Non-Refundable Non-Profit Deposit \$100 _____

Private Rental Fee \$350 _____ Bridal Package Fee \$500 _____ Non-Profit Rental Fee \$200 _____
(501 (c) (3) Certificate attached)

Damage Deposit \$500 _____ (Refundable)

Renter copy will serve as receipt of payment.